

REMOTE INSPECTION INSTRUCTIONS

In order to provide improved customer service and in the interest of the safety of our residents and staff, The City of Dunwoody is utilizing remote inspection technology for certain residential permits, including water heater and HVAC replacements. Upon completion of installation, **the installing technician**, not the property owner, must provide a video of the installation. Instructions for obtaining and submitting the video are as follows:

- 1) Schedule an inspection online using our inspections portal. Instructions for accessing this portal have been included with your permit.
- 2) Video should be uninterrupted and unedited and please use landscape mode.
- 3) Make sure is nothing obstructing the view of the water heater.
- 4) Start on the outside of the structure with the address as your initial view, followed by a view of your permit.
- 5) Enter the structure where the water heater is located. Show a view of the entire area, including the entire water heater from where the flue penetrates the ceiling or exterior of structure, and slowly move all the way down to the floor. Please ensure the entire water heater is visible including flue, gas line or electrical service, thermal expansion device, water lines, T&P release, gas line (if applicable) including sediment trap, drain valve, water shutoff valve, drain pan , disconnecting means (if applicable) and control valve.
- 6) If gas fueled, please show combustion air source.
- 7) Zoom in to show the faceplate of the water heater. Faceplate must be legible to the inspector.
- 8) Once video has been captured, you can email the video to susan.carpenter@dunwoodyga.gov for review by our inspections staff. Once reviewed, you can check the status of your inspection by logging in to the inspections portal. You can also save the video to YouTube. If saving to YouTube, you must include the URL link in the inspection request notes. Don't have YouTube? Its free and can be accessed from the app store.

Note: Video that is dark or unclear will result in a failed inspection result and will need to be resubmitted.

Questions? Call Susan Carpenter, Building Official, at 770-856-7944 or email susan.carpenter@dunwoodyga.gov